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# Example of Company Secretary Job Description

Our growing company is looking for a company secretary. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for company secretary

* A key aspect of this job will be to attend board and committee meetings on a regular basis
* As a point of contact on the legal team you will be contacted by lawyers and Product from offices in other jurisdictions
* A key aspect of this job will be to attend board and committee meetings on a frequent basis
* Provide support to the Company Secretary in respect of corporate governance and statutory, regulatory and governmental requirements best practice requirements and standards
* Handling day to day company secretarial work for the designated APAC countries
* Responsible for the arrangements of board meetings and taking meeting minutes
* Drafting and updating relevant corporate goverenance documents
* Providing company secretarial advice to relevant business units
* Assisting on any on-going corporate governance projects
* Prepare annual and interim report, draft announcements, circulars, board minuets and

## Qualifications for company secretary

* The ideal candidate must have the ability to both work independently in a team
* BA/BSc and/or ICSA qualification required
* Knowledge of financial services sector preferable
* Attend board meetings and provide full company secretarial support for the board of the funds you will be responsible for
* Work with other teams in developing new products or amend existing ones, ensure that any necessary shareholder notifications have the appropriate content and form
* Manage the Board paper production process effectively, ensuring that papers are sent to Directors in a timely manner